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**CONTACT INFO**

**ASHLEY ARCHER COOTE**

15 August 2023

HR Manager

Dear Hiring Manager

As an experienced and dedicated professional with a passion for providing exceptional administrative support, I am writing to present myself as a suitable candidate for this position. With my strong organisational skills, attention to detail, and a proven track record in office administration, I am eager to bring my expertise to the organisation and help support operations while delivering outstanding service.

Having worked in similar roles, I am well-versed in delivering comprehensive administrative support to executives and managing confidential information with the utmost discretion. My strong interpersonal skills have enabled me to successfully interact and negotiate with multiple stakeholders, ensuring positive outcomes and fostering productive relationships.

In my current role as an Office Support Coordinator at Fortescue Future Industries, I have demonstrated my ability to create a pleasant atmosphere and engage with staff members and visitors, ensuring a positive experience. I have successfully managed external contacts and maintained strong stakeholder relationships through effective communication. Assisting senior leaders with diary management, scheduling meetings, and securing meeting rooms has been a key aspect of my administrative support, highlighting my efficiency and attention to detail.

Over the course of my professional experience, I have developed a robust set of skills and attributes that contribute to my success in the field:

* Works autonomously with minimal direction while maintaining high attention to detail, even when handling competing priorities in fast-paced environments.
* Skilled in building and maintaining positive relationships, effectively managing stakeholders’ expectations through proactive communication and coordination.
* Well-versed in maintaining strict confidentiality and professionally handling sensitive information.
* Possesses excellent organisational skills, enabling me to prioritise tasks efficiently without compromising on work standards or accuracy.
* Highly motivated with the ability to remain focused and self-directed in high-stress environments.
* Strong team player who fosters a positive team culture, prioritises team well-being and contributes insights, ideas, and support to colleagues.

I am confident that my previous work experience and professional accomplishments reveal that I will be an asset to your organisation. Therefore, I welcome the opportunity to discuss how I can benefit your organisation and look forward to hearing from you regarding an interview.

Yours faithfully

**ASHLEY ARCHER COOTE**

Encl. Professional Résumé